

# **HUMAN RESOURCES**

For Wardens

# HIRING

- Recruit to find a qualified candidate from outside the parish
- Be clear about the role responsibilities and expectations (job description) including hours of work, vacation, pay structure and have a letter of agreement
- Have performance reviews at least annually, but don't wait to the review if there is an issue that needs addressing. Praise publicly, offer criticism privately (but document it and follow up!)
- The wardens are the corporation and the employers



# EMPLOYMENT STANDARDS<sup>3</sup>

Minimum wage \$15.50 per hour

## Paid Vacation

Vacation must be paid either on each pay at 4% or the equivalent in paid time off (two weeks)

After five years with the same employer, vacation must be increased to three weeks (6%) per year

## Personal Leave

Employees are entitled to three separate unpaid leaves: sick leave (3 days), family responsibility leave (3 days), and bereavement leave (2 days).

# RECORDS MANAGEMENT

Personnel file should include:

- Resume, employment agreement/contract
- Job description
- Salary and benefit information
- On-going performance evaluations
- Performance management documentation
- Sick leave, leave of absence, vacation memos
- Resignation or termination documentation

# ENDING EMPLOYMENT

- If the decision is made to end employment, please call or email Human Resources to consult.
- Employment Standards Act sets a minimum.
- Keep a file of letters, memos, conversations, and any parish announcements
- Remember the impact on the community
- Resignation – get it in writing. Recognize it with an acceptance letter

# CLERGY LEAVES

## Sick Time

A full-time member accrues sick leave at the rate of one half (.5) day per completed month of service up to six (6) days using the same year as vacation calculation (July 1–June 30). A regular, part-time cleric accrues sick leave on a pro-rata basis. The maximum sick leave accumulation is twelve (12) work days.

## **Short Term Disability**

STD is limited to seventeen weeks (17) in a 12 month rolling period measured from the first pay out of the workplace. Only one leave up to (17) seventeen week period will be paid during that 12-month period.

Short Term Disability is parish paid

## **Long Term Disability**

If after 17 weeks STD a cleric is not able to medically return to work, they may be approved for a long term disability

Long Term Disability is administered by the Pension Office

## Vacation

Clergy are entitled to a vacation every year of not less than thirty-one (31) days, including five (5) Sundays. After 5 years service following ordination, clergy are entitled to an additional 7 consecutive days.

Professional Development -Two weeks (not including Sundays)

Additionally – Clergy Conference and Diocesan Clergy Days

Sabbatical Leave may not exceed 6 months; in addition, one additional month for vacation will be added to the total time away from normal responsibilities – 7 months in total.

Sabbath Leave may not exceed 2 months; in addition, one additional month for vacation may be added to the total time away from normal responsibilities – 3 months in total



# MEET OUR TEAM

***The Rt. Rev'd Todd Townshend***  
Diocesan Bishop

***The Ven. Tanya Phibbs***, Archdeacon of Huron, Executive Archdeacon, Secretary  
Treasurer & Registrar [tphibbs@huron.anglican.ca](mailto:tphibbs@huron.anglican.ca)

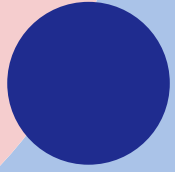
- Oversight for Diocesan Synod and Diocesan Council
- Selection Committee Coordinator, works with Bishop in deployment of clergy
- Governance and Planning

***Jeff Malone***, Director of Finance [jmalone@huron.anglican.ca](mailto:jmalone@huron.anglican.ca)

- Prepares, administers and controls the annual budgeting process of the Diocese and parish apportionment.
- Financial administration and control of Diocesan expenditures.
- Manages and directs the annual financial reporting and audit process
- Oversees the administration and communication of business services to Diocese

***Jennifer McLaughlin, CHRL***, Human Resources Officer  
[jmclaughlin@huron.anglican.ca](mailto:jmclaughlin@huron.anglican.ca) ext 230

- Recruitment and Selection, Employment Issues
- Benefits, Pension/Retirements, Continuing Education, Clergy Conference
- Health and Safety, Safe Church, Police Record Checks



**Helen Booth**, Project Management Officer [hbooth@huron.anglican.ca](mailto:hbooth@huron.anglican.ca) ext 222

- Oversee the development of projects and ensure that team members are carrying out their tasks efficiently
- Evaluate and document project creation, development, and execution as well as the project's scope, budget, and justification
- Manages Diocesan property concerns and supports the development of Property Strategy

**Gabrielle Rock**, Admin Assistant, Bishop's Office [grock@huron.anglican.ca](mailto:grock@huron.anglican.ca) ext 223

**Appointments and enquiries for Bishop Townshend and Archdeacon Phibbs**

- Administrative Assistant to Executive Archdeacon and Bishop
- Coordinates Bishop's Parish Visits
- Preparation of documentation and record keeping for Bishop's Office

**Sarah Chase**, Synod Coordinator [schase@huron.anglican.ca](mailto:schase@huron.anglican.ca) ext 233

- Coordinates Synod and Diocesan Council Meetings and correspondence
- Prepares clergy and lay reader licenses and general permits
- Supports Executive Archdeacon and Bishop

***Doreen Kyomugisha***, Accounting Clerk - Trusts [financial@huron.anglican.ca](mailto:financial@huron.anglican.ca)  
**ext 241**

- Staff Support for Administration & Finance and Grants and Loans Sub-Committee
- Administers Diocesan, Pension and Parish Trust Funds
- Responds to inquiries and activities on Parish and Diocesan investments

***Natalie Robinson***, Accounting Clerk – Accounts Receivable  
[nrobinson@huron.anglican.ca](mailto:nrobinson@huron.anglican.ca) **ext 234**

- Responsible for collecting and reporting apportionments
- Prepares monthly parish payroll invoicing
- Administers monthly pre-authorized payment and giving programme

***Patti Piccinin***, Accounting Clerk – Accounts Payable  
[ppiccinin@huron.anglican.ca](mailto:ppiccinin@huron.anglican.ca) **ext 235**

- Receives and accounts for all Synod cash receipts
- Prepares and accounts for all cash disbursements made by Huron Church House

***The Rev'd Canon Gerry Adam***, Director, Camp Huron  
[gadam@huron.anglican.ca](mailto:gadam@huron.anglican.ca) ext 217

Huron Church Camp is located on the sunny shore of Lake Huron, just south of Bayfield where children and youth experience worship, play and nature in a safe and caring environment

**Archives** Housed at Huron University College, 1349 Western Road, London ON  
***Dez Nacario***, Archivist [Archives@huron.anglican.ca](mailto:Archives@huron.anglican.ca) 519-645-7956

- Advises on what records are deemed archival
  - Provides reference service to Huron Church House and the parishes identifying and researching documents of relevance to the inquiry
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**THANK YOU**

Questions?